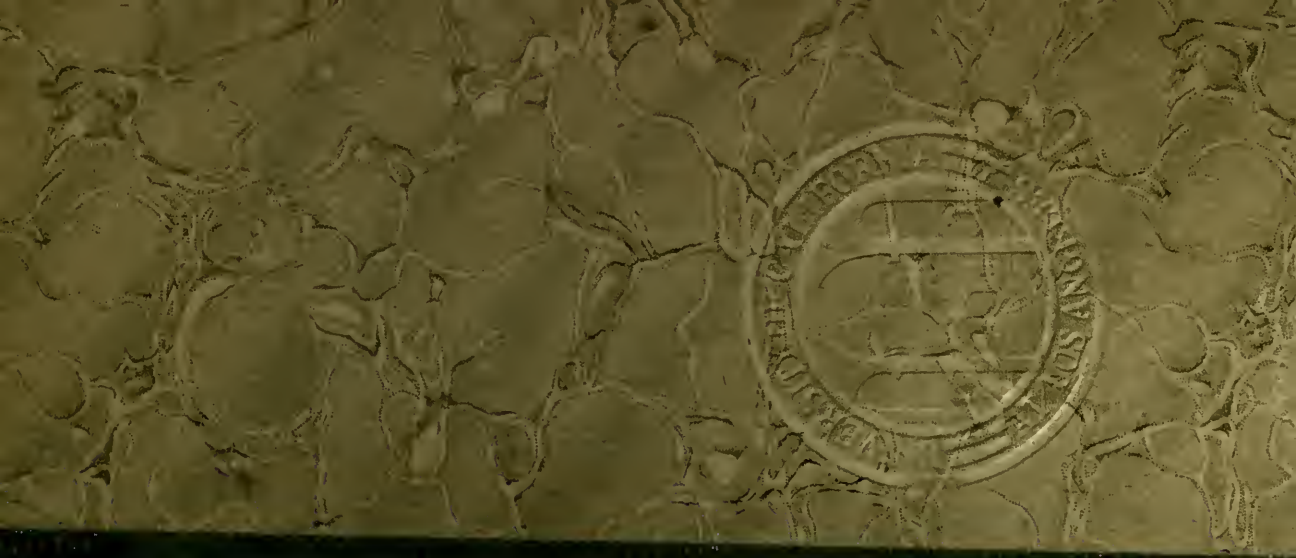


Z 56
M158m

UC SOUTHERN REGIONAL LIBRARY FACILITY
A 000 576 285 1

MANUAL OF McEWAN'S SHORTHAND

THE LIBRARY
OF
THE UNIVERSITY
OF CALIFORNIA
LOS ANGELES

McEWAN'S

SHORTHAND

Digitized by the Internet Archive
in 2007 with funding from
Microsoft Corporation

BY

OLIVER McEWAN.

PRICE 2/6.

B. O BAKER
LAWYER
DALLAS, TEXAS

B C Murray
Denison, Te
Dec 11, 1904

THE

MANUAL

OF

McEWAN'S SHORTHAND

LAWYER
DALLAS, TEXAS

By OLIVER McEWAN,

Author of "Verbatim Reporting," "Helps to the Study of Phonography," "The Humors of Shorthand," "Lightning Business Phraseograms," and Nineteen other Books and Pamphlets on Pitman's Shorthand; Reviser of Pitman's Dictionary and the "Instructor"; Editor of the American Simplified Edition of Pitman's Shorthand.

PRICE 2/6.

LONDON:
THE BRITISH SCHOOLS OF COMMERCE AND JOURNALISM,
37 & 38, STRAND, LONDON, W.C.

M 158 m

PREFACE.

The fact that McEwan's Shorthand owes its existence to a gracious command received from His Majesty King Edward VII. (when Prince of Wales) would ensure it a kindly reception, even if it had no claim to attention from a practical point of view. What His Majesty desired to see was a practical system of Shorthand which might be mastered in one-fifth of the time necessary to learn existing systems, a more simple method being required to place the Art within the reach of busy men.

That "McEwan's Shorthand" is an extremely simple and practical system is testified by many Students from their own experience in its study and practice. It has been theoretically mastered with less than a week's study; it has been written at a speed of over 200 words a minute in actual reporting work.

I have been most anxious to avoid one error made by nearly all Authors of Shorthand systems published in recent years, that of rushing into print with a theory before it has been put to any practical test. "McEwan's Shorthand" was first prepared in the year 1888, and the past 15 years have been employed to practically test it, and to improve it when and where experience showed it to lack what was necessary to make it the simplest, as well as the briefest, method of writing ever invented.

OLIVER McEWAN.

TWO PRESS OPINIONS

OF THE

AUTHOR of "McEWAN'S SHORTHAND."

Great Britain :—

"The greatest living authority on Shorthand."

LLOYD'S NEWSPAPER.

United States :—

"One of the five men* who have made or are making Shorthand what it is."

THE PHONOGRAPHIC WORLD

---

*The five men :—

I. Pitman, T. A. Reed, B. Pitman,
A. J. Graham and Oliver McEwan.

TABLE OF CONSONANTS.

	Letter.	Character.	Name	As in	
Explodents.	P		pee	ro*p*e	*p*ost
	B		bee	ro*b*e	*b*oast
	T		tee	fa*t*e	*t*ip
	D		dee	fa*d*e	*d*ip
	CH		chay	e*tch*	*ch*est
	J		jay	e*dg*e	*j*est
	K		kay	lee*k*	*c*ane
	G		gay	lea*g*ue	*g*ain
Continuants.	F		ef	sa*f*e	*f*at
	V		vee	sa*v*e	*v*at
	TH		ith	wrea*th*	*th*igh
	TH		thee	wrea*th*e	*th*y
	S		ess	hi*ss*	*s*eal
	Z		zee	hi*s*	*z*eal
	SH		ish	vicious	*sh*e
	ZH		zhee	vision	treasure
Nasals.	M		em	see*m*	*m*et
	N		en	see*n*	*n*et
	NG		ing	lo*ng*	a*ng*er
Liquids.	L	up	el	fa*ll*	*l*ight
	R	up	ar, ray	fo*r*	*r*ight
Coalescents.	W		way	a*w*ay	*w*et
	Y		yay	a*y*ah	*y*et
Aspirate.	H		hay	ad*h*ere	*h*igh

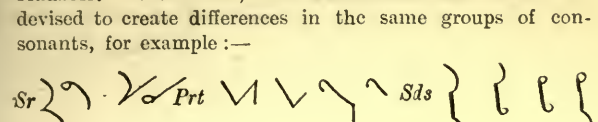
TUTTLE JAN 6 '43 LIBRARY SETS

449521

INTRODUCTION.

The remarkable success which has attended the teaching of "McEwan's Shorthand" seems to have greatly perplexed many persons who, having themselves only learned stenography after many months, or years of study, cannot realize how any new system can have been devised which is capable of being theoretically grasped in a few days and practised professionally after but a few weeks' study. This I will endeavour to explain.

The cause of all difficulties associated with the study of Shorthand is this, that everything is sacrificed to secure brevity: legibility is considered of secondary importance; simplicity is regarded as out of the question. Not one of the disjoined vowel systems is capable of being written at even a moderate speed when the vowels are inserted. So, vocalization is dispensed with. Brevity is thus obtained at the expense of legibility, and the puzzle which authors have had to solve is how to make their systems of Shorthand readable. To this end, rules innumerable have had to be devised to create differences in the same groups of consonants, for example:—

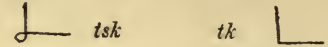


and so on with many other groups, necessitating the learning of some hundreds of rules. But even when all these rules have been learnt, legibility is still unsecured; numberless outlines still clash. The principles of position must next be mastered, to be supplemented by occasional vocalization. Then, after much practice, comes the ability to read.

During the quarter of a century in which I have been engaged in teaching Shorthand by voice and pen, I have not confined my attention solely to the study of Pitman's system of Phonography. I have always given some portion

of my leisure to the study of other systems of Shorthand, and gradually arrived at the conclusion that disjoined vowels and simplicity of construction could not possibly be found in one and the same system of Shorthand; that simplicity could be found in a joined-vowel system only. But, having arrived at that conclusion, it was not easy to see how great brevity might be combined with simplicity and joined vowels. This—the combination of brevity with simplicity—was the problem I had to solve, and when the time came it was solved by so providing for the representation of the frequently occurring vowels that they should seldom occasion any loss of time in writing.

Now all Shorthand writers know that an outline composed of two straight strokes connected by a circle, is usually more easy, or at least quite as easy, to write as the combination of the same two strokes *without the circle*. The circle occupies no time in writing, its formation being equal to the making of the angle at the point of union of the two strokes. The Pitman outline for *task* (tsk) is quite as easy to write as the outline for *take* (tk).



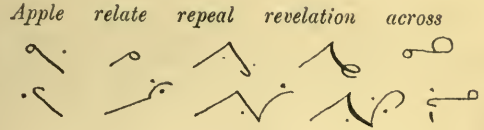
Bearing this in mind, therefore, I made a large circle and a small one stand for the frequently occurring vowels O and A, and I also made it a rule that the absence of any vowel sign between two consonants should indicate the presence of short E or short I. These four vowels (A, O, short E and short I) occur at least ten times more often than all the other vowels together. By this arrangement nine-tenths of the vowels are so represented in McEwan's Shorthand as to occupy no time in writing.

A glance at the following illustration will show that my outlines for

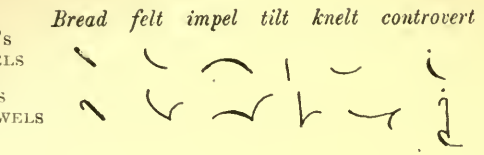
DALLAS, TEXAS

though fully vocalized, are quite as brief as the Pitman outlines which are for each series of words the same as my characters for *pitch*, *chip*, *tick*, respectively, the combination in Pitman's (without vowels) representing the consonants only.

When we come to compare the outlines in McEwan's Shorthand for words of two or more syllables, with the outlines in the Pitman system for the same words, the former are sometimes extremely short in comparison with the latter. Observe the following contrasts :—



Of course the dots and dashes representing the vowels in the Pitman system are usually omitted. But even then the vocalized characters in McEwan's Shorthand are shorter than the unvocalized characters in the Pitman system. Here is still another example of brevity of McEwan's Shorthand fully vocalized, as compared with the unvocalized characters in the Pitman system : —



Of course there are some outlines in McEwan's Shorthand which, though considerably shorter than the Pitman vocalized outline, are not so brief as the same outlines

with the vowels omitted. But, notwithstanding this, McEwan's Shorthand on the whole is rather more brief than Pitman's. In various passages carefully examined, McEwan's Shorthand has been found to be from 10 per cent. to 30 per cent. briefer than Pitman's.

The insertion of the vowels in McEwan's Shorthand makes the system so easy to decipher that very little practice in reading is required; the student reads easily and accurately from the first. I have placed my own shorthand pupils side by side with the writers of other systems, and found the former always able to read what they had written, whilst the latter often failed to decipher their notes. Observe the words represented in the Pitman system by the letters "Ps." I give five words in the following illustration and it will be seen that, while in the Pitman system a difference occurs only in one (by inserting a vowel in oppose); in McEwan's Shorthand, each word has an entirely different outline:

	Pays	*peace*	*puss*	*oppose*	*pose*
McEwan's					
Pitman's					

A careful examination of these arguments, together with the perusal of the following pages, will convince the reader that my claims for McEwan's Shorthand—that it is as brief as any other system, and that it is extremely simple and unusually legible—are by no means any exaggeration of the truth.

O. McE.

The author desires to acknowledge his indebtedness to the two best known systems of shorthand in France and England, for some of the chief points which have been incorporated in McEwan's Shorthand: to Duployan for most of the vowel signs; to Pitman for the halving and doubling principles, and nearly all the consonants.

ADVICE TO THE STUDENT.

Write Neatly.

The first thing to be acquired by any student who desires to excel as a shorthand-writer, is the ability to form the characters with very great neatness. No one who writes carelessly can ever become anything but an indifferent stenographer, upon the accuracy of whose transcript none will ever be able to rely. The characters in Ex. I. should be drawn repeatedly until perfection in their formation is attained. To complete this first step it will be necessary to copy the exercise a dozen times. It may encourage the student to learn that the acquisition of a very high proficiency will become possible if great care be *now* exercised in forming the elementary characters.

Study and Practise Daily.

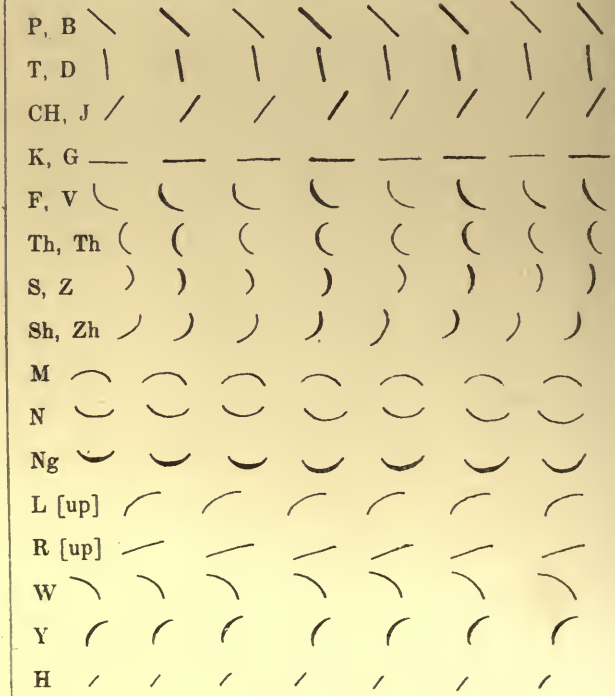
Do not study by fits and starts. Set aside some portion of each day for study and practice. An hour a day will ensure some measure of progress, whereas six hours given but one day a week will have no good result whatever.

Commit Examples to Memory.

The transcription of the exercises will be made comparatively easy if the translated examples preceding them are first carefully copied half a dozen times each.

Exercise 1.

There must be uniformity in the size of the consonants. P and R, F and N, should all be exactly the same length. The distance between the characters should be carefully measured, so that they be neither too near to each other, nor too far apart. About a quarter of an inch should separate one character from another.



CHAPTER I.—The Vowels.

Write by Sound.

All words are written as they are pronounced; silent letters therefore must be omitted.

Beau becomes *bo*; *Balm* becomes *bam*.

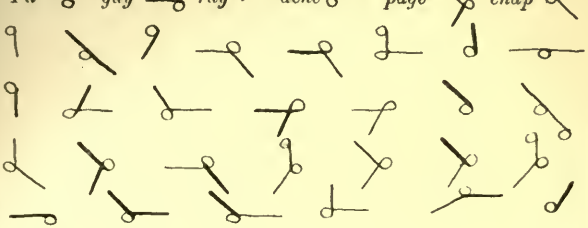
THE VOWELS are represented by hooks and circles which may be conveniently joined to the consonants, so that in writing a word the vowel and consonant signs form one continuous outline, all written without lifting the pen from the paper.

The Vowel "A."

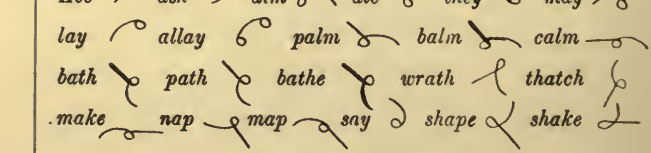
The vowel "A" heard in *pa*, *pay*, is represented by a small circle, written on the left hand side of "p," and the corresponding side of the other straight consonants; that is to say, with a motion from left to right, like that of the hands of a clock; when occurring between two straight letters, it is written OUTSIDE OF THE ANGLE.

EXERCISE 1

Pa *gay* *ray* *ache* *page* *chap*



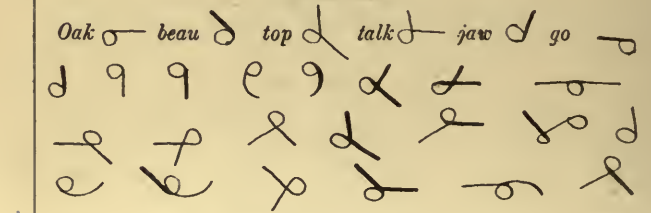
The vowel signs are written inside of curves thus :



The Vowel "O."

The vowel "O" heard in boat, bought [aw], is represented by a large circle thus :—

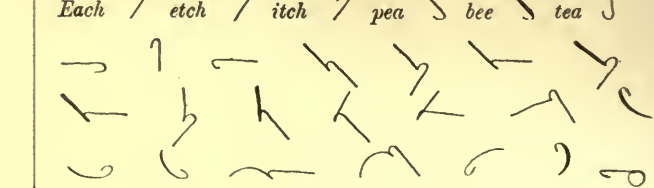
EXERCISE 2.



The Vowel "E."

The vowel "E," heard in EACH, together with its short sounds "e" and "i" heard ETCH and ITCH, is represented by a small hook, thus :—

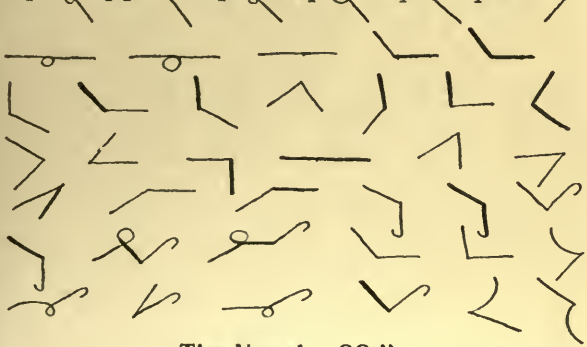
EXERCISE 3.



The "E" hook is used to represent short "e" and short "i" initially and finally only. Medially, these frequently occurring vowels are omitted, so that the absence of a vowel sign between any two consonants will almost invariably indicate the presence of short "e" or "i"; thus, t—k joined together without any vowel sign will represent *teck* or *tick*.

Exercise 4.

Pap *pip* *tap* *top* *tip* *pitch*

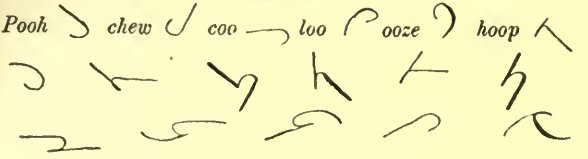


The Vowel "OO."

The infrequently occurring vowel "OO" with short "u" is represented by means of a large hook attached to the consonant, thus:

Exercise 5.

Pooh *chew* *coo* *loo* *ooze* *hoop*



The Diphthongs.

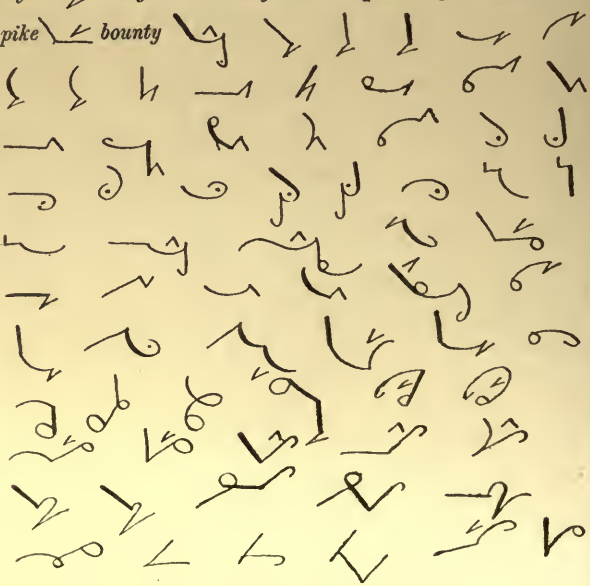
The Diphthongs "i," "ow," "oi," and triphthong "wi" are represented by angular marks attached to the consonants initially and finally. They are disjoined when occurring medially.

The Diphthong "u" is represented by the large hook used to represent the vowel "OO," except that, if necessary, a light dot may be written inside the hook to distinguish the diphthong.

EXERCISE 6.

Bye *boy* *bough* *pew* *wide*

pike *bounty*



CHAPTER II.—Indication of Consonants.

There are certain consonants (R, L, T, D, S) and combinations of consonants and vowels (ter, etc.) so frequently occurring that it is found necessary to provide means for their INDICATION whenever possible.

Hitherto, the first consonant in any outline has been written on the line: it is possible to write such consonants OVER or THROUGH the line, and advantage is taken of this to indicate R and L.

It has been insisted upon that the consonants should be all of a uniform length: they can be made SHORTER or LONGER, and these differences in size are used to indicate T, D and TER.

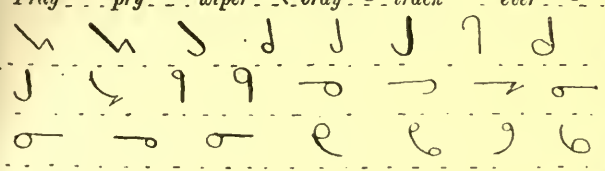
The vowels have been attached to straight letters with a motion of the pen from left to right, and written inside of curves: by placing vowels on the OTHER SIDE, "S" can be clearly indicated.

R.

1. "R" may be added to the first consonant in any outline by writing such consonant over the line, thus:

EXERCISE 7.

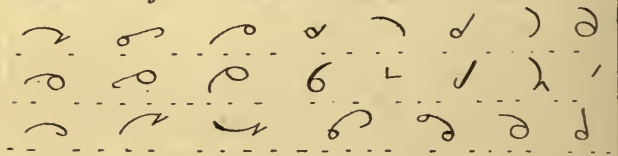
Pray *pry* *wiper* *bray* *track* *ever*



2. As chr, jr, sr, zr, etc, cannot be sounded together as one sound as "pr" may (PRAY), it is safe to apply the "R" rule in such words as:—

EXERCISE 8.

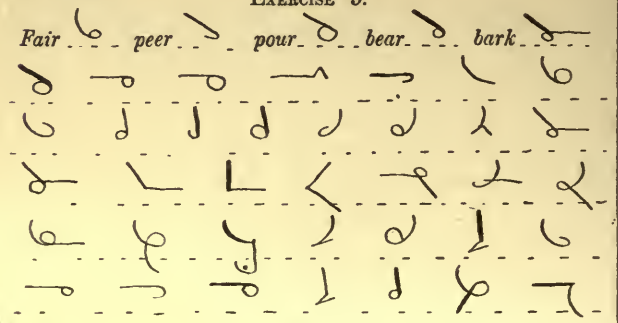
Cheer. *jar* *seer* *mare* *nor*



3. As a general rule it will be found possible to use the "R" position in such words as PEER, POUR, with perfect safety. Experience shows that PRAY and PAIR do not clash.

EXERCISE 9.

Fair *peer* *pour* *bear* *bark*

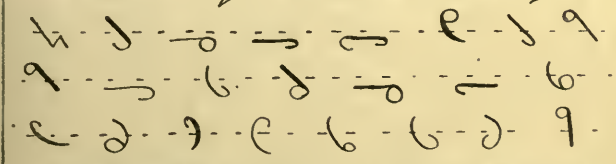


L.

4. "L" may be added to any consonant by writing such consonant through the line, or, if horizontal, or "h," under the line.

EXERCISE 10.

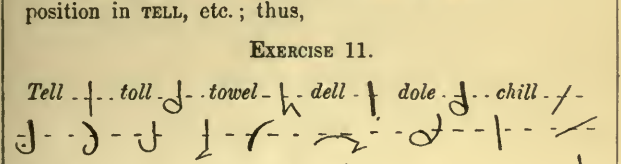
Play *ply* *clay* *slay* *fly*



5. The letters tl, dl, chl, jl, zl, shl, etc., are never sounded together as are PL in PLAY. A vowel must separate them, and for this reason it is safe to apply the "L" position in TELL, etc.; thus,

EXERCISE 11.

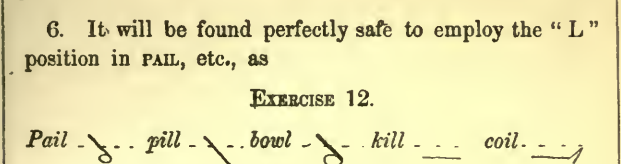
Tell *toll* *towel* *dell* *dole* *chill*



6. It will be found perfectly safe to employ the "L" position in PAIL, etc., as

EXERCISE 12.

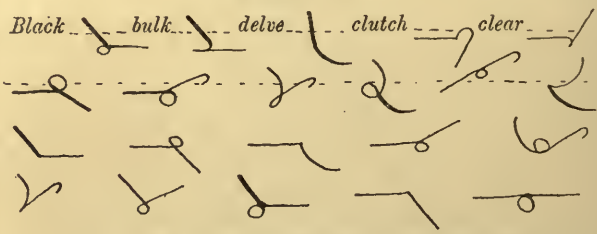
Pail *pill* *bowl* *kill* *coil*



7. The "L" rule is also applied in

EXERCISE 13.

Black *bulk* *delve* *clutch* *clear*



8. The "L" and "R" rules must not be applied in such words of two syllables as BURY, DAILY. In these words use the stroke consonants L and R; thus,

Bury *ferry* *carry* *merry* *mellow*

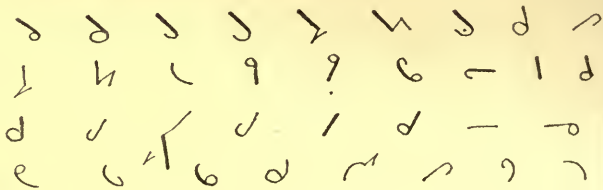
pillow *filly* *Nellie* *willow*

T and D.

9. By making any consonant except "h" half its usual length, T or D is added; thus,

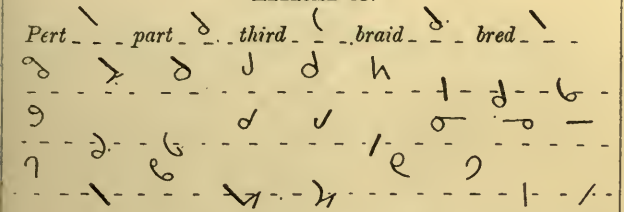
EXERCISE 14.

Pet *pit* *paid* *pot* *peat* *bed*



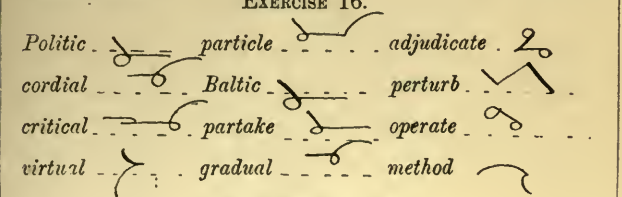
10. The "L" and "R" position rules may be used in combination with the halving rule; thus,

EXERCISE 15.



11. The "halving" rule is applied in more lengthy words; thus,

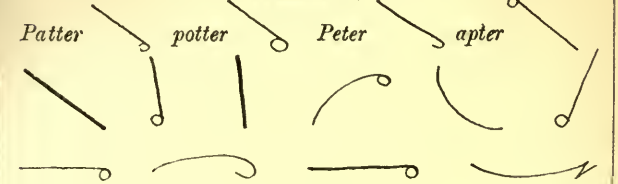
EXERCISE 16.



Ter, Der, Ther, &c.

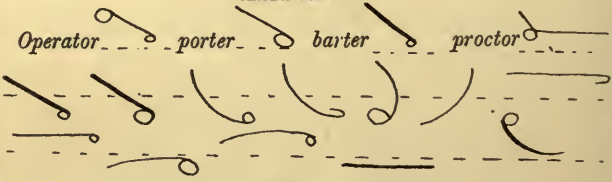
12. By making any consonant, except "h," twice its usual length, the syllables "ter," "ture," "tor," "der," "dor," "dure," "ther," "thor," etc., are added; thus,

EXERCISE 17.



13. The double-length rule may be used in combination with the "R" and "L" rules; thus,

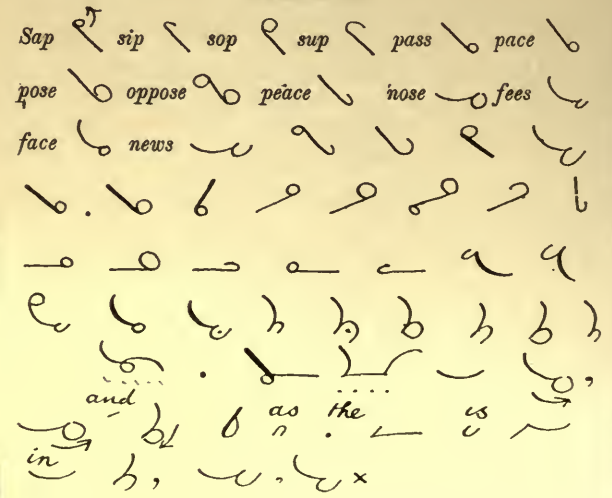
EXERCISE 18.



S.

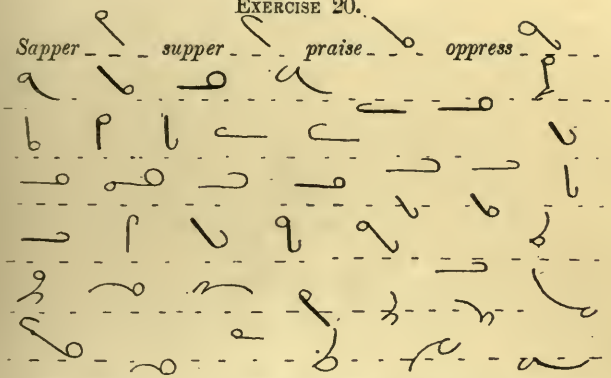
14. By writing the vowels on the *wrong* side of straight letters, and outside of curves, "s" is indicated initially, medially, or finally.

EXERCISE 19.



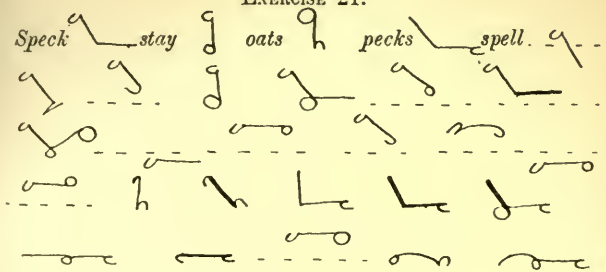
15. The "S" rule may be used in combination with the "R" and "L" position rules, the halving and doubling rules; thus,

EXERCISE 20.



16. When "s" is sounded with a consonant without an intervening vowel, as in SPECK, TICKS, it is represented by a small semi-circle attached to the consonant so as to form a sharp angle; thus,

EXERCISE 21.



17. To add or prefix "s" to diphthongs [except "u"] the down stroke of the diphthong is thickened; but not medially; thus,

EXERCISE 22.

Pies *bows* *hours* *choice* *miser*

pews *sigh*

18. To add "s" to any word ending with "s" written in accordance with the preceding rules, a small additional circle is written; thus,

EXERCISE 23.

Passes *bases* *causes* *vases* *tosses*

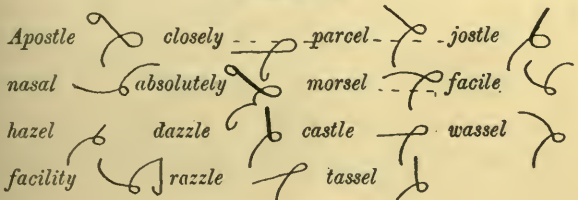
19. Medially, "s" is indicated by the application of Rule 14, that is, by placing the vowel on the wrong side of the consonant; thus,

EXERCISE 24.

Bask *chosen* *cask* *tasty* *design*

20. As "l" is written upwards or downwards so as to follow the direction of the circle vowel, it may be reversed so as to indicate vowel "s"; thus,

EXERCISE 25.

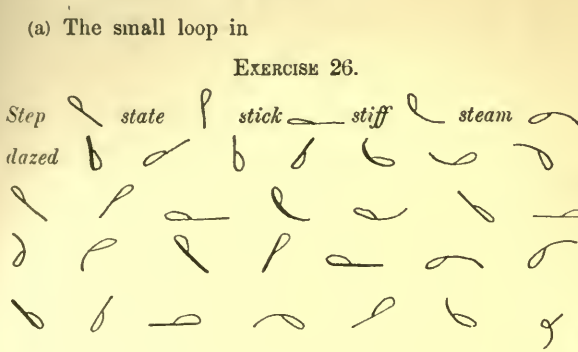


Loops for "St."

21. "St" may be represented by means of a loop written inside of curves and on the right-hand side of "p" and the corresponding side of all other straight letters, except "h." It is made SMALL to indicate the presence of the vowel "e" or "a," and LARGE to indicate the presence of the vowel "o" or "oo." Finally, this "st" loop represents "st" or "zd."

(a) The small loop in

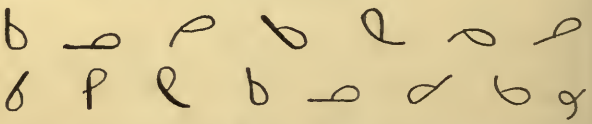
EXERCISE 26.



(b) The large loop in

EXERCISE 27.

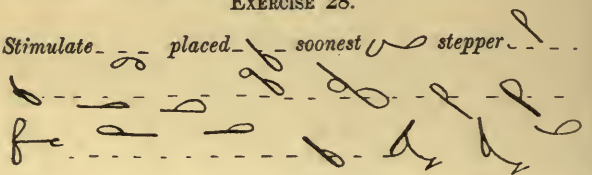
Stop *stuck* *stone* *post*



22. The "st" loops may be used in combination with previous rules; thus,

EXERCISE 28.

Stimulate *placed* *soonest* *stepper*



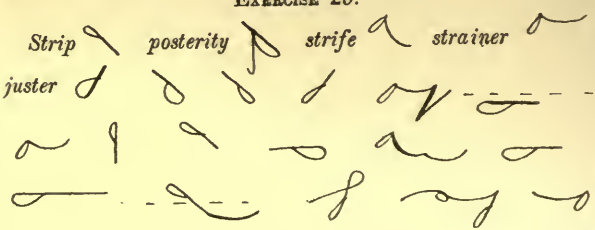
Loops for "Str."

23. This loop written on the other side of the consonant, or outside of curves, represents "str," initially or finally; thus,

EXERCISE 29.

Strip *posterity* *strife* *strainer*

juster



24. Exceptions are allowed when it is inconvenient to use the "str" loop; thus,

Master *lustre* *muster* *Leicester*

25. "S" may be added to these loops by means of a small circle continued through the consonant to which the loop is attached; thus,

Exercise 30.

Posts *coasts* *masts* *lasts* *rests*

boasters

Omission of "H."

"H" is omitted medially; thus,

Behind *behead* *behest*

abhor *behold* *adhere*

Note ex all are

DOUBLE CONSONANTS.

NOTE.—The outlines for examples given (in italics) below will be found on the next page.

Nine double consonauts, with illustrations of their use, are given on the following page.

26. With the exception of Lr, it is not allowable to use these double consonants when separated by a vowel; the separate signs for *m* and *p* should be used, for instance, iu *map*.

27. The R and L rules, the halving and doubling rules, the rules for *s*, *st*, and *str*, may be applied to these double letters with these exceptious: *mp—mb* when made double length, takes the addition of R only; as *temper*. *Lr* being simply a special sign provided for the syllable *ler* or *lor* takes the addition of "s" only; no other rule or abbreviation can be applied to it.

28. *Tw* and *dw* are used initially only; medially, *w* is omitted, and T or D only used; as, *between*.

29. *Kw* and *gw* are used initially only; medially, *w* is omitted, and K or G only used, as in *request, anguish*. "S" may be prefixed to *kw* by thickening the hook—see *squeeze*.

30. *Lr* is chiefly used for *ler*, *lor*, when following two consonants; as, *poplar*.

Double Consonants.

MP MB Tw Dw Kw Gw Lr Wh Sw

Mp Mb

Damp
Embalm
Impel
Empress
Emporium
Employ
Jump
Embarrass
Ambitious
Emperor
Imply
Tempestuous
Embark
Ample
Map

Mpr Mbr

Temper
Distemper
Chamber
Cumber

Tw Dw

Twin
Twere
Twitter
Dwell
Dwelt
Between
In-dwelling

Kw Gw

Quit
Quest
Quill
Queer
Quick
Guelph
Squeeze
Square
Request
Inquest
Anguish

Kw Gw

Distinguish

Sw

Sweet
Swell
Swear
Persuade

Lr

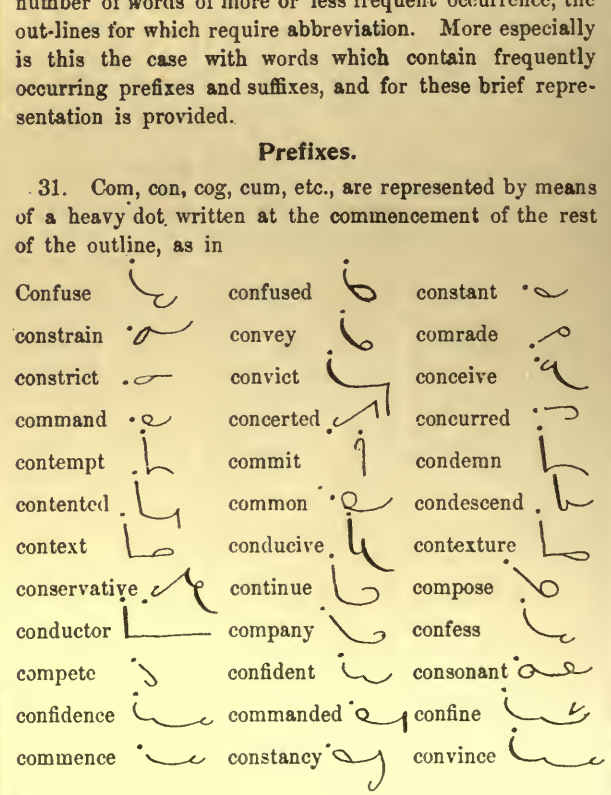
Tickler
Titular
Trailor
Poplar
Singular
Color
Scholar
Miller
Pillar
Polar
Collar
Cooler

CHAPTER III.—Prefixes and Suffixes.

Notwithstanding the methods of abbreviation set forth in Chapter II. it will be found that there is still a large number of words of more or less frequent occurrence, the out-lines for which require abbreviation. More especially is this the case with words which contain frequently occurring prefixes and suffixes, and for these brief representation is provided.

Prefixes.

31. Com, con, cog, cum, etc., are represented by means of a heavy dot written at the commencement of the rest of the outline, as in



32. When com, etc., occur medially, they are indicated by disjoining the preceding and following parts of the outline and bringing these two parts near to each other; for instance DISCONTENT is represented by DES and TENT written close together.

Decompose *discompose* *recompose*

uncommon *recognise* *inconsistent*

33. The prefix is, however, most frequently omitted, and indicated by writing the outline close to the preceding word as:

They contain *we combine*

he composes *can connect*

may confuse *was concerted*

my comrade *will condescend*

in consequence *and condemn*

if we consider *no conscience*

34. CONTRA, COUNTER by a light dot.

Contradict *contribute* *counterfeit*

contradictory *contributor* *contravene*

counteract *countermand* *countersign*

35. DE by D.

Depose *detest* *demand* *derive*

debase *deposit* *deceive* *decade*

36. DIS, DES by DES

dispatch *dispose* *despise* *discuss*

37. EX by the abbreviated "s" thickened.

Excuse *expose* *exceed* *excess*

excessive *eczema* *exempt* *exact*

38. IN, UN, EN, by N.

Into *immost* *indisposed* *undo*

income *ensue* *unfit* *invite*

39. INTER, INTRO, ENTER by NT.

Interview *introduce* *intercede*

entertain *interpose* *interrogate*

40. INS, UNS by a curved tick.

Inside *insipid* *insane*

insight *insect* *unsound*

41. MAGNI, MAGNA by M.

Magnitude *magnify* *magnetic*

42. MIS by ME.

Miscarry *misgive* *mishap* *mislay*

43. NON by NO.

Non-content *non-commissioned officer* *non-conductor* *non-member* *non-suit* *nonentity*

44. RE by R.

Repudiate *regain* *reduce* *repose* *repay* *refuse* *remiss* *remit*

45. SELF by the abbreviated "S"

Self-made *self-governed* *self-esteem*

46. SUR - SUS by the double SS sign.

Survive *survey* *Surbiton* *survival* *sustenance* *surgeon* *surmounted*

47. None of these PREFIXES take the addition of R or L when written in position OVER or THROUGH the line.

48. When the outline to which a prefix is attached is written in position, the L or R is added to the first stroke consonant.

Compel		exonerate		encourage	
complete		distil		extol	
entire		committal		exclude	

excluded	we complete	consider
counterbalance	they consider	encroach
enterprise	they compare	explode
interpret	expert	discipline
interval	exuberance	disgrace
unscrew	unskilled	express
inscribe	miscarriage	exculpate
inspire	mispell	increase
revel	mystery	repair
deter	reconcile	re-appear
depress	reconquer	retire
compare	reveal	redress
entreat	execrate	require
expel	Exeter	repel
dispel	decrease	self-control

Suffixes.

49. –TION by a curved tick.

Passion	addition	condition
possession	insti'ation	action
interruption	inception	reaction
illusion	disposition	exception

concession dispensation division

vision connection discussion

reputation occasion compassion

intuition renovation cushion

position execration revision

actions contradiction exhibition

decisions cessation confession

elation refutation fashion

ration inanition reduction

introduction contribution innovation

diffusion restoration contravention

oration deposition lotion

option decoction passions

caution decision intervention

misconception intersection counteraction

For -TIONED the hook is thickened.

Fashioned mentioned occasioned

impassioned requisitioned sanctioned

50. -ABLE-BLE by AB or B.

Audible *visible* *enjoyable* *unable*

feasible *readable* *affable* *amiable*

51. -FUL-FULLY by F.

Peacefully *carefully* *painfully* *hand-*

ful *dolefully* *gracefully* *joyfully*

52. -ING. When it is not convenient to use the stroke for NG a light dot may be used.

Passing *chasing* *causing* *pestering*

racing *resting* *wasting* *writing*

53. -INGS by a heavy dot, as in "CASTINGS"

54. -INGLY by NGE.

Exceedingly *lovingly* *longingly*

55. -MENT by MT or NT.

Payment *abatement* *endowment* *indict-*

ment *announcement* *agreement*

commencement *instalment* *commandment*

compartment *deportment* *requirement*

self-abasement *experiment*

56. -SING, when immediately preceded by a consonant, by ENG.

Fixing *relaxing* *coaxing*

announcing *dispensing* *commencing*

57. -SELF abbreviated "s."

Man's-self *himself* *love of self*

58. -ALITY, -ARITY, occasionally by disjoining the preceding letter.

Majority *singularity* *popularity*

59. -SHIP by SH.

Ladyship *hardship* *Lordship*

60. -ISM by EH.

Barbarism *anarchism* *terrorism*

61. -TIVELY by VE.

Comparatively *imperatively* *infinitively*

Special Note.

Whilst committing to memory the lists of grammalogues, contractions, etc., which follow, the student should obtain for the purposes of review of the principles and exercise in their application, the

Royal Exercise Book, Price 1/-

449521

CHAPTER IV.—Word Signs, Contractions, and Phrases.

GRAMMALOGUES.

In the English language there are from 400 to 500 words of such frequent occurrence that they represent at least 80 per cent. of the language as it is actually spoken and written.

In the preceding sentence some of these words are marked by italics. The sentence contains 34 words, all of which are distinguished as frequently occurring.

All systems of shorthand provide, if necessary, special abbreviations for these frequently occurring words, and to those most frequently used allot signs which may be written with a single stroke of the pen, as, for instance, *the*, *upon*. Words thus briefly represented are called grammalogues, and the signs which represent them are called logograms.

In McEwan's Shorthand it is not necessary to provide special contractions for all these frequently occurring words, as the full signs for many of them—representing all consonants and vowels—are quite as brief as are the special signs provided in other systems of shorthand; the outlines for *bread* and *fell*, written in full, are formed with a single stroke of the pen.

There are 317 words in the following list, which should be committed to memory. This can be most quickly done by first writing the signs over and over again (very slowly); then Exercise 31 until it can be written correctly and with perfect ease.

List of Word Signs.

The dotted lines shew that the characters are written OVER or THROUGH the line, to indicate the presence of R and L, respectively. Write the signs containing R well over the line.

A		an		belief	
above		apply-ied		believe-d	
about		application		beyond	
according to		and		building	
accordingly		another		business	
accordance		any		but	
account-ed		appoint-ed		by	
advantage		are		call	
advantageous		as		called	
again		ask		can	
against		await		came	
all		away		come	
allow		awhile		cannot	
allowed		because		child	
always		be		children	
amount		been		Christian-ity	

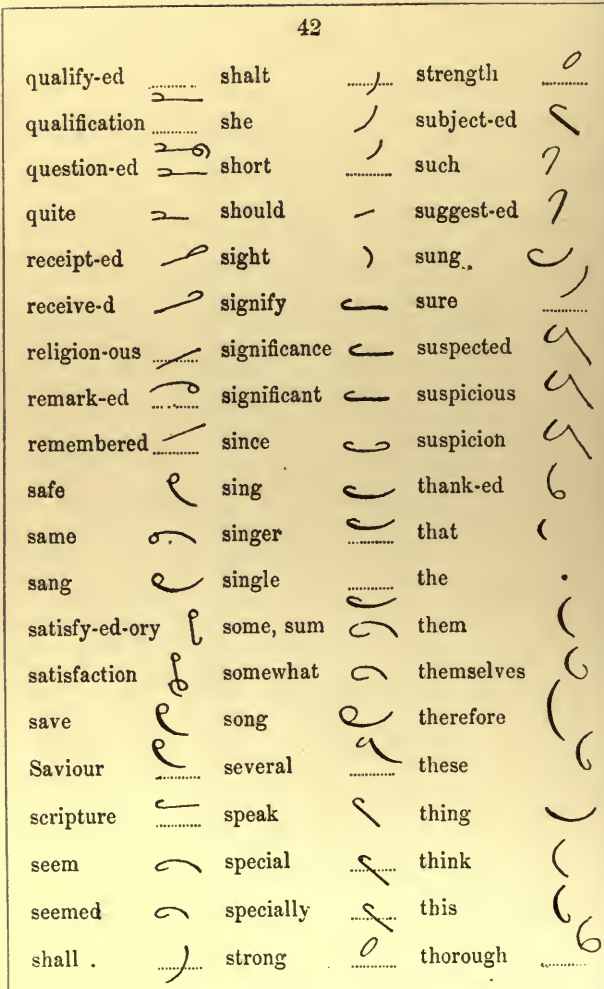
circumstance
circumstances
could
dear
deliver
delivery
delivered
differ
differed
different
difference
difficult-y
do
done
down
during
England
English
every
exercise-d
excellent-ence
expect-ed
experience
extraordinary
find
first
firstly
from
for
full-y
general-ly
generation
gentlemen
gentleman
give-n
gave
good
great
had
half
hand
happen-ed
happy
has
have
he
Heaven
hear, here
high
higher
him
himself
his
hole, holy
home
hope
how
however
I
if

immediate
immediate, ly
important-ance
impossible
improve-d-ment
improvements
in
influence
influenced
information
interest-ed-ing
is
it
itself
jury
kind
language
large
liberty

light
Lord
man
me
meet-ing
merit
mind
mistake-n
Mr.
much
my
myself
Miss
necessary-ily
near
not
number
object-ed
objection
occur-rence

occurred
of
often
on
one
only
open-ed
opinion
opportunity
ourselves
out
outside
particular
passenger
pleasure
point-ed
possible
principal
principle
put

qualify-ed
qualification
question-ed
quite
receipt-ed
receive-d
religion-ous
remark-ed
remembered
safe
same
sang
satisfy-ed-ory
satisfaction
save
Saviour
scripture
seem
seemed
shall .
shalt
she
short
should
sight
signify
significance
significant
since
sing
singer
single
some, sum
somewhat
song
several
speak
special
specially
strong
strength
subject-ed
such
suggest-ed
sung
sure
suspected
suspicious
suspicion
thank-ed
that
the
them
themselves
therefore
these
thing
think
this
thorough



those
thought
thread
through
thus
to
told
toward
tried
truth
try
understand-ing
understood
up, upon
us
used
usual
value

very
want
was
we
went
what
when
where
which
while
who
whose
whom
whole-ly
why
will
wind
wish

wished
with
without
wonder
wont
word
would
yard
year
yesterday
yield
you
young
younger
youngest
your
yours
yourselves

Exercise 31.

1. According to your account of the business it cannot be very good. 2. What advantage can be had from giving the whole to Mr. Young, the younger? 3. We all allow that every man should receive a delivery. 4. If the building is put up for sale, Mr. Edge will give the full amount expected. 5. My Principal was appointed to a high office. 6. Every now and then someone will do it. 7. The gentleman differed with him about it. 8. I hope to receive an excellent exercise from him. 9. Find out how much improvement he has made since he went away. 10. Hand over that bill to me. 11. What happened to influence him so much? 12. Here we have some more of the same kind. 13. On the whole I think he gave us the information as soon as he received it. 14. The improvement he suggests is impossible. 15. The language of the general was kind. 16. Large liberty is to be seen only where there is much light. 17. The lord is a man of merit, whose mind is exercised in doing good 18 Will you meet Miss Young and myself as near as possible to No 10? 19. Not often is the opportunity given to express one's opinion. 20. The principal pointed out that the principle was good. 21. I shall have pleasure in putting the question with the qualification you suggest. 22. The religious man is he who believes in his religion and acts up to it. 23. It is quite safe to assert that Scripture seems to signify much which we cannot understand. 24. "Thou shalt not" is often found in Scripture. 25. Several speak well of the strong man. 26. Are you sure that he thanked you for what you did? 27. As is usual, those who preach this truth wont live up to it themselves. 28. The value of the whole thing is very great. 29. When and where you will, I will go. 30. I wonder what was the extraordinary thing they did.

Some Frequently Occurring Words Not Included in the List of Grammalogues.

1. Written in full.
2. Vowels omitted.
3. Derivatives of Grammalogues.

[1]

Able
after
ago
approve
art
at
build
care
cared
cart
chair
cheer
cold
did
doctor

each
equal
equalled
evil
ever
go
God
gold
guard
hour
know
let
may
mere
met
more

most
must
nation
nature
no
nor
or
other
our
over
owing
own
secret
see
send
sent

spirit
their
trade
true
under
use
wait.
way
weight
well
whether
whither
ye
yes
yet
youth
youths

[2]

Alone
along

book
enough
like
long
look
took
reach
reply
many
money
rough
time

[3]

Accountant
allowance
amounted
believer
builder
buyer
childish

numberless
pleasurable
opinionated
safety
Saviour
scriptural
seemingly
severally
shorter
surety
thankfully
thinker
thoughtful
throughout
trial
valuable
wheresoever
wherever
whichever
within

CONTRACTED WORDS.

The grammalogues are for the most part short words: for more lengthy words of frequent occurrence abbreviations are provided by the application of the following rules:

62. (*a*) The word to be contracted must be *frequently occurring*. If a word is not frequently occurring, nothing is to be gained by providing a contraction for it.

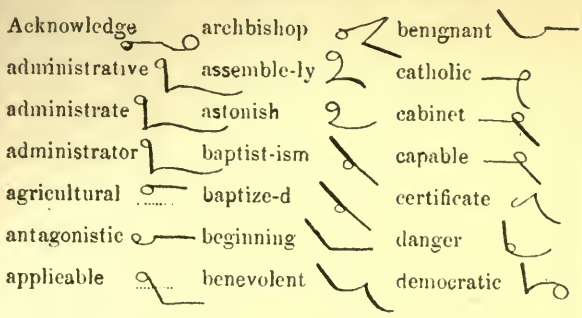
(*b*) The full outline must be too lengthy to admit of its being rapidly written.

(*c*) The contraction must be distinctive. No character should be selected that already represents some other word in full.

63. The idea is to make the sign as brief as possible, consistent with perfect clearness. The contraction may be formed by using only the first syllable as: *practice*, prak.; *baptism*, bap. If by using only the first syllable, a clashing sign is produced, then the first two syllables should be used, as in *benevolence*, benev.; *Episcopal*, episk.; *unanimous*, unan.

The words given in the following list should be regarded simply as models on which to create other contractions.

LIST OF CONTRACTED WORDS.



dignity-fy
discharge
doctrine
domestic
efficient
episcopal
episcopalian
especial-ly
familiar
financial
incapable
indignant
individual
inefficient
inform
intelligent
intemperance
investment
irregular
kingdom
magazine
manufacture
manufacturer
manufactures
manuscript
mechanical
melancholy
member
metropolitan
neglected
never
nevertheless
obscurity
observation
original
peculiar
perform
perpendicular
perpetual
practical
proficiency
probable-y
proportion
reform
relinquish
regular
represent-ed
representation
representative
republic
resignation
resurrection
society
subscribe-d
subsequently
substantial
sufficient
tabernacle
temperance
thanksgiving
transact
unanimous
uniform
circumstantial

Exercise on Contracted Words.

1. The administrator acknowledged the agricultural improvements of his benevolent antagonist, much to the astonishment of the assembly.

2. The benevolent and benignant Archbishop, who was first connected with the Episcopal Church, is now a Roman Catholic.

3. A certificate of good character, given to an inefficient and intemperate individual, is a danger to society.

4. The efficient domestic performed her duties so efficiently that there was no fear of her being discharged for inefficiency, more especially as her example is now expected to have a beneficial effect upon other domestics.

5. The manufacturer sent his manuscript to the "Financial Magazine," and it was immediately accepted; for his experience in all financial matters is acknowledged by every manufacturer and mechanic in nearly all kingdoms and republics.

6. It would be a mistake to suppose that the member of the Democratic Club did not object to the irregular, intemperate and peculiar observations of the Republican representative, who was subsequently ordered to send in his resignation.

7. In all probability the temperance orator will relinquish his position as a representative of the temperance party.

8. The metropolitan member subscribed towards the "Tabernacle Building Fund," on Thanksgiving Day.

9. It is impossible that the present incapable cabinet will perform anything extraordinary; but their expensive and extravagant manner of conducting the public business may lead to an early reform, by the unanimous vote of the people at the polls.

10. Yesterday, in the Baptist Church, a Catholic and an Episcopalian were baptised.

11. The original passenger could not retain a perpendicular attitude.

12. The Archbishop was indignant when informed that his melancholy substitute was suspected of intemperance, and also accused of promulgating a false doctrine.

13. The mechanic imagined his machine applicable to the manufacture of uniforms for the Regular Army; but it was not sufficiently certain to satisfy the financial agent, who might otherwise have made an investment.

14. The capable and dignified mathematician never neglected any opportunity to prove the imperfect machine.

15. Familiarity with any subject is necessary before proficiency can be acquired in it.

16. A large proportion of the people believe in the resurrection of the body, and receive, with faith, the representations of the Roman Catholic clergy, on the subject of transubstantiation.

17. It required intelligence to effectually overcome the objection of the Archbishop to the theories of Calvinism.

PHRASEOGRAPHY.

A most useful speed expedient is provided in Phraseography —the art of writing together the outlines for several words without lifting the pen.

64. Any words which, from their grammatical connection, come together frequently, should, if possible, be written together without lifting the pen.

65. Adjectives and adverbs should be joined to the words they qualify.

66. *And*, *to*, *of*, etc., should be joined to the words following them, thus : *and-have*, *to-give*, *of-this*.

67. For *the*, a short tick may be attached to the word preceding, as : *in-the*.

68. *S-the*, as in the phrase *he gives the*, may be represented by a thickened "the" tick.

69. "*Of the*" may be omitted and indicated by bringing close together the words they connect.

70. *Have* may be omitted before *been*.

71. The first word in a Phraseogram occupies its own position *above*, *on* or *through* the line, and the other words attached simply follow without regard to their own position to the line.

Words which are necessary to the sense may be omitted if they interfere with the easy formation of the phraseogram ; thus, *both (of) you*.

In "McEwan's Phrase Book (price 1/-) will be found a complete system of rules for phrasing, with 2,000 examples. This book is recommended to all who desire to acquire a high speed in writing Shorthand.

About the matter

again thanking you

already been

and am

and connected with

and have

and have their

and have been

and if

and is connected with

and its price

as much as

at heart

at length

before it is

being the

believe me

both of us

both of you

bringing out

by return of post

by this

considering the

could not

Dear Sir

did not

do not

fixing the

for the

for their

for this reason

from their

had not

has commenced

has been

has been their

has not

have the

have this

have you

have your

he is

he may

he shall

he was

he will

he will go

he will go there

he would

I am

I am in receipt of your letter

I can do

I could

I had

I have been

I have been there

I may

I shall

I shall now

I would

I will

I will have been

inform you

in their

is not

it is never

it is not

it is to be

it is to be had

it may be

it should be

it should have been

it would be

Mr. Smith

Mr. May

(Mr. can be joined to proper names beginning with m, r, k, g, if the outline for the name is distinctive or well-known to the writer.)

My Dear	to a
of a	to one
of course	to thank you
of your	to the
of your book	to them
please inform me	to think
right and (or) wrong	to those that
same post	to which
should be	to you
should be there	very much
should do	vice versâ
so good as	was it
so that	we are
sometime ago	we had been
taken up	we have been
that are	we have not
that is	we may
they are	we shall be
they will	we should be
this is	were there

what can be

what can be the reason

what the

what were their reasons

when and where

where it

where it is to be

will their

will they

will you be

with complete

with it

with reference to

with reference to the

with regard to

with regard to the

with respect to

with respect to the

with the

with them

with them that

with which

with which it has been

with which it is not

which are

which are sufficient

which can

which can have

which cannot

which cannot be

which has been

which has not

which has not been

which have not

which is never

which is not

which the

which will

which would be

which you are

which you are not

would be

would reach

would receive

would the

you are

you are not

you are right

you can

you can be

you can have

you cannot

you have

you have been

you may give

you may have been

you may rest

you mention

you mentioned

you must

you were

you will

you will be

you will commence

you will comply

you will have

you will have been

yours obediently

yours respectfully

yours sincerely

yours truly

Exercise on the Word Signs with Phraseography.

1. According-to your-account (of the) business, it-cannot-be very good. 2. What advantage can-be-had from giving-the whole to Mr. Young, the younger? 3. We all allow that every-man should receive a delivery. 4. If-the building is-put up for sale, Mr.-Edge will give-the full amount expected. 5. My uncle was-appointed to-a high office. 6. Every-now and again some-one will-do it. 7. The gentleman differed with him about-it. 8. I hope-(to)-receive an excellent exercise from him. 9. Find out how much improvement he-has-made since he went away. 10. Hand over-that bill to-me. 11. What-happened to influence him so-much? 12. Here we-have some more (of the) same kind. 13. On-the whole I-think he-gave-us-the information as-soon-as he received it. 14. The improvement he suggests is impossible. 15. The language (of the) General was-kind. 16. Large liberty is-to-be-seen only where-there is-much light. 17. The lord is-a-man of merit, whose-mind is-much exercised in-doing-good. 18. Will-you-meet Miss Young and myself as-near-as-possible to No. 10? 19. Not often is-the opportunity given to express one's-opinion. 20. The religious man is-he who believes in-his religion, and-acts up to-it. 21. I-shall-have pleasure in putting-the question with-the qualification you suggest. 22. The principal pointed-out that-the principle was-good. 23. It-is-quite-safe to assert that Scripture seems to-signify much which-we cannot understand. 24. "Thou shalt not" is often found in Scripture. 25. Several speak well (of the) strong man. 26. Are-you sure that he thanked-you for what-you-did? 27. As-is-usual those-who preach this truth won't live up to-it themselves. 28. The value-(of the)-whole thing is very great. 29. When-(and)-where you-will, I-will-go. 30. I wonder what was-the extraordinary thing they-did.

Exercises on Phraseography.

My-dear Mr.-May,

I-have to-thank-you very-much for-the-manner-in-which you-have taken-up my proposal with-reference-to the formation (of the) new Club. You-may-rest assured of-this that nothing I-can-do to bring-the scheme to-a successful issue will-be lacking. I-shall-now have-your interests at-heart as-much-as my-own and-the result must-be satisfactory to both-of-us. Again-thanking-you,

Believe-me,

Yours-faithfully,

Dear Sir,

We-(have)-been for-some-time considering-the question of-a new-and-improved system of heating I-(have)-been asked to-write-to-you about-the-matter. Will-you-be so-good-as-to-let-me know by-return-of-post what-would-be your lowest-price for fixing-the apparatus with-complete specification.

Yours-faithfully,

Sir,

You mentioned to-me some-time-ago that-you-contemplated bringing-out a new edition of-your-book on-Egypt. If-it-has-been published please-inform-me where-it-is-to-be-had, and-its price.

Yours-truly,

Gentlemen,

I-am-in-receipt-of-your-letter-of-the-10th-inst., and regret to inform-you that before-its receipt I-had already-been approached on-the-matter, and-am by-this same-post accepting-an-offer-of £15 for-the picture.

Yours-respectfully,

CONCLUDING ADVICE.

How to get up Speed.

A sound knowledge of the theory, a copious vocabulary, and much practice are indispensable, if a high speed in writing is to be attained. To come into possession of the first, the careful and repeated perusal of the preceding pages is all that is necessary. To aid in the acquisition of the second, the "Phrase Book," reading books, and "Dictionary" should be studied. The third must be supplied by the student.

"Speed Headlines" will give that ease and facility which it is desirable to acquire before any attempt is made to "take down" from the voice.

Two kinds of practice are in vogue. The most popular, and that, strange to say, which results in comparatively slow progress, is taking down from dictation given at the exact speed at which one is able to write. It requires many months to get up speed in that way. A better way is to write as much as possible from the voice of the public speaker. It is discouraging at first, for though the speaker may talk at the rate of 120 words per minute only, he will, at the first attempt to "take him down," seem to speak at least 20 times as fast as one can write; but if the effort is persevered in, after some half a dozen attempts, sensible progress will be made. Much helpful advice will be found in "How I wrote 200 words a minute."

Students who desire to keep up the interest in the study of McEwan's Shorthand, should obtain every week "McEwan's Shorthand Weekly," price 1d., a specimen copy of which will be sent post free, on receipt of stamp. All communications should be addressed "Book Department," The British Schools of Commerce and Journalism, 37 and 38, Strand, London, W.C.

TO STUDENTS.

A TEACHERS' KEY

TO THE EXERCISES IN THIS MANUAL

IS NOW READY. PRICE 1/-.

CERTIFICATES.

The British Schools of Commerce and Journalism grant certificates for:—

(1) Theoretical Knowledge of Shorthand.

(2) Speed: 60-100.

(3) Speed: 100-200.

Further particulars on application to the Secretary.

THE BRITISH SCHOOLS

OF

COMMERCE & JOURNALISM.

HEADMASTER: OLIVER McEWAN.

Under Royal and Distinguished Patronage.

The select Business College of London; open to persons of education only.

Expert Coaching given in Shorthand, Penmanship, Commercial Book-keeping, Languages, and Journalism.

☛ POSITIONS SECURED FOR ALL GRADUATES.

TO COUNTRY STUDENTS.

Thorough Coaching in all the above-mentioned subjects through the post.

For further particulars, send for prospectus.

ADDRESS:

37 & 38, STRAND, CHARING CROSS, LONDON, W.C.

LIST OF McEWAN'S SHORTHAND PUBLICATIONS.

By Oliver McEwan.

Those marked * are in the Press.

---

*THE MANUAL OF "McEWAN'S SHORT-HAND" .. .. Price 2/6.
A complete exposition of the principles of McEwan's Royal Shorthand.
Key to Exercises in the "Manual" .. Price 1/-.

THE REPORTER'S ASSISTANT .. Price 2/6.
Showing the several words which are represented in every combination of letters: e.g., part, prayed, prate.

*VERBATIM REPORTING .. .. Price 2/6.
This is the celebrated work first published in connection with Pitman's system, and which has been read by Shorthand experts all over the world and referred to by the Press as "The Classic of Shorthand Literature."

200 WORDS A MINUTE .. .. Price 1/-.
Practical hints to those who desire to acquire phenomenal speed in writing "McEwan's Shorthand."

*LIGHTNING BUSINESS PHRASES .. Price 2/-.
A marvellous system of phrasing by which a dozen words can be represented by two or three dashes of the pen.

*LIGHTNING BUSINESS CORRESPONDENCE, with key .. .. Price 1/-.
Practical exercises based on "Lightning Business Phrases."

THE REPORTER .. .. .. Price 2/-.
What his work is and what he must know to do it.

THE SHORTHAND CLERK.. .. Price 2/-.
A complete guide to office routine.

O BAKER
LIBRARY
DALLAS, TEXAS

THE PRIVATE SECRETARY .. .. Price 2/6.
An interesting and instructive manual for those who desire to become Private Secretaries.

HUMOURS OF SHORTHAND .. .. Price 1/-.
Some humorous experiences in the life of the Author of "McEwan's Shorthand."

GUIDE TO SERMON REPORTING .. Price 2/-.
Hints on Reporting Sermons, List of Special Contractions and Phraseograms, together with a Sermon by

GUIDE TO SCIENTIFIC REPORTING Price 2/-.
Contains many useful hints, List of Special Contractions and Phraseograms, and lecture (in Shorthand).

GUIDE TO GENERAL REPORTING (Speeches) Price 2/-.

McEWAN'S SHORTHAND PHRASE BOOK—2,000 PHRASES .. .. .. Price 1/-.

McEWAN'S SHORTHAND DICTIONARY—12,000 WORDS .. .. Price 5/-.

READING BOOKS .. .. .. Price 1/-.

(1) Shakespeare,
(2) Macaulay,
(3) Dickens,
(4) Tennyson,
(5) Ruskin,
(6) Lytton.

McEWAN'S SHORTHAND WEEKLY Price 1d.

*EXERCISE NOTE BOOK—WITH RULES IN McEWAN'S SHORTHAND .. .. Price 1/-.
A splendid series of exercises on the system ensuring great ease in the application of the principles.

*HEADLINES FOR SPEED .. .. Price 6d.

UNIVERSITY of CALIFORNIA

E. O. BAKER
LAWYER
DALLAS, TEXAS

4024

This book is DUE on the last
date stamped below

2m-9,'46(A394)470

THE LIBRARY
UNIVERSITY OF CALIFORNIA
LOS ANGELES

Z56 McEwan -
M158m The manual of
McEwan's short-
hand.

Z56
M158m